

**Department of Personnel Administration
Memorandum**

TO: Personnel Management Liaisons (PML)

SUBJECT: Work and Family Online Training Program	REFERENCE NUMBER: 2005-004
DATE ISSUED: 01/25/05	SUPERSEDES:

This memorandum should be forwarded to:

**Personnel Officers
Labor Relations Officers
Department Work and Family Representatives
Department Training Officers
Work and Family Labor Management Committee**

FROM: Department of Personnel Administration

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This memorandum is to announce the release of the online *Work and Family Training Program*. This training course is available 24/7, via Internet access, to all State employees at no cost. The course is primarily designed to provide managers and supervisors with information to help State employees balance work and family demands. However, all employees will benefit from viewing this comprehensive resource on work and family issues and benefits.

The training course consists of the following elements:

- Training course overview.
- Course map which enables the viewer to link to any part of the training at any time.
- Four distinct modules containing key topics of interest, with supporting reference materials.
- Resources module for instant access to important information.

The content of this course reflects the current laws, rules, policies, and procedures that comprise the Work and Family Program. Legal references have been provided to clarify each topic. Internet addresses have been added to enable quick reference to the source law, rule, or policy.

The course also features multimedia scenarios with optional audio dialogue, interactive quizzes, an online course evaluation form, and a printable certificate for participants who complete the course. (A print version may be downloaded for those who do not have Internet access.) Estimated time to complete the course is 60–90 minutes, although employees can access any of the information at any time for reference purposes.

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To access the training course link to <http://www.cce.csus.edu/onlineCourses/workFamily/>.
Additional information on the Work and Family Program can be found at
<http://www.dpa.ca.gov/workingfamilies/home.shtm>.

/s/ William A. Avritt

William A. Avritt, Chief Deputy Director
Department of Personnel Administration